



**Utah State Capitol Preservation Board
Locally Grown Food Quality Assurance Program
Caterer Certification**

All steps in this form must be completed.

Step 1 – Caterer Quality Systems Information Questionnaire

The first step in the caterer certification process identifies what products vendors produce for and/or supply to the caterer and the elements of their food safety and product quality programs. Have the caterer complete the questionnaire and submit it to the Capitol Preservation Board.

The information obtained from the caterer will enable the Board to determine the general and product-specific requirements. This review process applies to all caterers, regardless of size or specialty.

The caterer must submit the following:

- ☐ Copy of caterer's local or state health department or other jurisdictional or oversight regulatory agency license, permit, or registration to operate as a food processor, distributor, or retail food establishment.
- ☐ Copy of caterer's last local health department, state health department, FDA, USDA or other jurisdictional or oversight regulatory agency inspection.
- ☐ Copy of caterer's recall program, or explanation otherwise of how caterer tracks ingredient and product lot codes to ensure caterers ability to advise the Board if products supplied are impacted by a manufacturer recall or market withdrawal.

Please note, caterer's business/financial information shared with the Board will be held in confidence.

Step 2 – Compliance with the Bioterrorism Act of 2002

Most, but not all, vendors/suppliers (vendors) fall under the provisions and requirements of the Bioterrorism Act of 2002. If the caterer is not familiar with the Bioterrorism Act of 2002, detailed information may be found on the FDA website at <http://www.fda.gov/oc/bioterrorism/bioact.html>.

- ☐ If the caterer's food facility is required to be registered with the FDA under the provisions of the Bioterrorism Act of 2002, please have the caterer submit a copy of their registration verification notice, including registration number, with their completed material.

If the caterer is not required to be registered with the FDA, please explain the reason and the caterer will so certify.

Step 3 – Third-Party Audit

Ideally, all caterers, including distributors and farms, are required to conduct an independent audit or third-party-professional review and assessment of their food safety and quality systems. This initial and annual requirement applies to all caterers, regardless of size or specialty. Please have the proposed caterer describe the independent audit or third party review process.

Audit results must be certified in writing to the Board along with all documentation provided from the audit or review.

If the caterer identifies areas where corrective actions are required, the issues and the response to the issue must be explained in the audit report. If there are no issues, then the caterer shall so certify to the Board.

Caterer certification audits are at the sole expense of the caterer.

Audits must be conducted on an annual basis, not to exceed twelve (12) months from the date of the last audit. This shall be certified by the caterer.